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MANAGEMENT**  
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## **Idaho 2010 Western States Wildland Urban Interface Grant Program Announcement**

**Important Note:** Please review this entire application instruction document carefully as it is a dynamic document revised from year to year as national guidance and direction evolve. We have been informed that any application not completed in its entirety as directed will **NOT** be reviewed by the Western States Fire Managers grant review committee. The application itself is a separate, fill-in PDF document attached to the notification e-mail or available on the web at [www.idl.idaho.gov](http://www.idl.idaho.gov) or [www.idahofireplan.org](http://www.idahofireplan.org).

Idaho Department of Lands is pleased to announce that grant funds may once again be available to counties in Idaho under the 2010 Western States Wildland Urban Interface Grant Program.

**WHO MAY APPLY:** Idaho's **Counties**

**WHAT:** Hazardous Fuels Treatment projects on non federal lands

**WHEN:** Application must be received **electronically** no later than  
**5 p.m., August 15, 2009**

**HOW:** E-mail to [sschedler@idl.idaho.gov](mailto:sschedler@idl.idaho.gov)

### **Projects that DO NOT qualify:**

- Projects that are not specifically identified in the county's Community Wildfire Protection Plan (CWPP).
- Project funding requests greater than \$300,000
- Projects that do not demonstrate 10% minimum required match
- Projects exceeding 15% cap on administration and management costs
- Preparedness and suppression capacity building; (for example, purchase of fire department equipment - try VFA, RFA, DHS, and FEMA grant programs)
- Small business start-up
- Research and development
- Website, GIS, Database Development, Software Program Purchase
- Infrastructure (for example, building remodel, road maintenance/road infrastructure, water development, etc.)

### **National Program Intent:**

Congress has provided increased funding assistance to states through USDA Forest Service State and Private Forestry programs since 2001. The focus of much of this additional funding was mitigating risk in Wildland Urban Interface (WUI) areas. Western States Fire Managers (WSFM) funding is available and awarded through a competitive process. This portion of the National Fire

Plan was developed to assist interface communities to manage the unique hazards they find around them.

The National Fire Plan and the 10-Year Comprehensive Strategy focus on assisting people and communities in the WUI to moderate the threat of catastrophic fire through the four broad goals of improving prevention and suppression, reducing hazardous fuels, restoring fire-adapted ecosystems, and promoting community assistance.

### Idaho Program Focus

Counties in Idaho may apply for financial assistance for projects **identified in their County Wildfire Protection Plan (CWPP)** that focus on hazardous fuels reduction treatments which build “defensible space” by creating highly effective community fuel breaks and make contributions to Firewise principles thereby reducing the risk of catastrophic fire and its threat to public and firefighter safety. **Individual homeowner defensible space work will not be funded.** Developing defensible space is critical for homes within wildfire risk areas, but this is a responsibility of the homeowner. A group of connected homes with defensible space needs could be considered a multiple ownership fuel break and would be considered (i.e. subdivision, neighborhood).

**Administration/project management costs will be capped. Costs for personnel to manage projects cannot exceed 15% of the total project cost. This cap of administrative expense is needed to ensure that most funds go to on-the-ground mitigation work.**

**Counties in Idaho which demonstrate effective, collaborative, interagency planning, implementation, and financial management processes will be given the highest priority to receive grant funds.**

**Eligible applicants in Idaho will be ranked by the Fuels Reduction Sub-Committee of the Idaho State Fire Plan Working Group with primary consideration given to these factors:**

- Is this proposed project listed as a priority in the County’s County Wildfire Protection Plan (CWPP)?
- Is this a county with an **active** County Wildland Fire Group?
- Is the applicant clearly showing collaborative elements and partners?
- Is this a new project for the county?
- Is the focus of this project a highly effective community fuelbreak?
- Is the project designed in such a way that fire intensity for a catastrophic-scale fire would be reduced? (This may include thinning in crown-fire environments – forests.)
- Is the project to be treated in a locally-determined moderate- to high-risk area?
- Is the applicant clearly showing future maintenance of this project?
- Is the applicant clearly demonstrating project longevity by showing who, what, when, where, and how this project will remain effective over time?
- Are costs of treatment within average ranges experienced throughout the state for similar fuel conditions?
- Are project management/administrative costs at or below the 15% cap?
- Is this project achievable? (Time, goals, appropriate management capabilities, etc.)
- Is this project measurable? (e.g. number of acres treated)
- Is the required minimum match (10%) identified? **If the application does not display at least a 10% match contribution, the application will be rejected.** This means that the grant applicant and cooperators must come up with **10%** hard or soft match using a **non federal source** to qualify for this program. This matching share can be either soft match (which includes training, donated time, etc.) and/or hard match (which is actual dollars spent other than grant funds within the specified scope of work). It is to the program’s advantage to provide as much match as possible to demonstrate local commitment. Programs should not, however, show match amounts that may

be difficult for them to actually provide. **All match amounts shown on the application, especially if the match assisted in obtaining federal funding, must be expended and reported during the period of the grant.** If match is shown on the application and budget documentation, you as a subrecipient are committed to spend the match portion “out-of-pocket” and must substantiate the expenditures with documentation.

**SUBRECIPIENT MATCH: Matching out-of pocket expenses is required under this grant. Expenses paid from other Federal funding sources can not be included as match. There are several items that can be considered match. They can be as follows:**

- Cash Contributions: Contributing from non federal funds for some of the costs of an activity or activities applicable to the project.
- In-Kind Contributions: Donated time and effort, real nonexpendable personal property, and goods and services directly benefiting and specifically identifiable to the supported activity or activities.  
(Both types of contributions listed above must include rates, names, items, and details such as “why, what, when, where, and whom”.)
- Calculating Match: When calculating match, divide the amount of the funds requested by the difference between 100% and the percentage of match required (if applicable), then subtract the amount of funding requested from the figure obtained. For example, a 25% cash or in-kind match may be computed by dividing the amount of the funding requested by .75 and then subtract the amount requested from the figure obtained. A program requesting \$30,000.00 would be required to provide a cash or in-kind match in the amount of \$10,000.00 for the total budget expenses of \$40,000.00. Calculations are:  $\$30,000 / .75 (100\%-25\%) = \$40,000$ , less the amount requested, \$30,000, for a match totaling \$10,000.00. Another example: a program requesting \$30,000 which is able to provide a 35% match would compute as follows:  $\$30,000/.65 = \text{a total budget of } \$46,153$ .  $\$46,153$  less the \$30,000 requested = \$16,153 of match.

### **Do you have questions?**

- For all questions regarding project development, contact:  
Kurt Naccarato – [knaccarato@idl.idaho.gov](mailto:knaccarato@idl.idaho.gov)
- For financial questions, contact:  
Peggy Griswold – [pgriswold@idl.idaho.gov](mailto:pgriswold@idl.idaho.gov)
  - Additional assistance with financial questions may be found in the:
  - *Idaho Department of Lands Federal Grant Subrecipient Program* booklet found at:  
[http://www.idl.idaho.gov/nat\\_fire\\_plan/grant2005/revfedgrantsubrecippgm.pdf](http://www.idl.idaho.gov/nat_fire_plan/grant2005/revfedgrantsubrecippgm.pdf)
- For policy questions, contact:  
Steve Kimball – [skimball@idl.idaho.gov](mailto:skimball@idl.idaho.gov)

## **Application Instructions:**

The application is in adobe pdf format and is an attachment to the notification e-mail message or found on the web at either [www.idl.idaho.gov](http://www.idl.idaho.gov) or [www.idahofireplan.org](http://www.idahofireplan.org). It is fill in enabled in any form of Adobe Reader 5.0 or higher. If you do not have Adobe Reader, go to <http://get.adobe.com/reader/> and download Reader 9.1.

- 1) All blocks are fill-in enabled and character locked. Applicants must fit all information into the allotted character space. **Applications that have been modified for any reason will be considered ineligible by the review committee. Any attachments or additional documents that are not removed at the state level will not be considered by the review committee.**
- 2) Application guidelines by box number: (All boxes must be filled in on the application. If a box does not apply to your project fill in that space with NA.)
  - **Box 1 & 2-** Basic applicant and community at risk information.
  - **Box 3 & 4-** The totals in these boxes will add automatically when all data is entered into the fields. It is recommended you check all numbers add up correctly. See description of hard vs. soft match.
  - **Box 5-** Answer the specific questions. Under the three Project Category fields fill in only if they apply to your project. If, for example, Planning is not a part of your project fill in NA.
  - **Box 6-** The project area description should give a brief overview of the project to point out the hazards and clearly show the need for work in this area. If applying for a fuels reduction project, describe the vegetation types.
  - **Box 7-** The scope of work should explain exactly how the grant dollars will be spent on this project. Unlike the overview, this will provide the specific details of the project using measurable units where applicable. Be concise, say exactly what will be done with grant funds not what you expect the reviewer wants to hear. Use this block to explain any additional budget detail.
  - **Box 8-** Describe the contributions each partner will make to the project by stating the collaborating partners name and what they will be contributing to the project such as manpower, equipment, matching funds, etc.
  - **Box 9-** The **Project Timeline** should include such things as: begin/end dates, milestones, quarterly accomplishments, etc.

**Maintenance** should clearly show the who, what, when, where, and why of how this project will remain effective over time. The four main points to be included for fuels projects are:

- 1) **Environmental Factors:** describe the maintenance requirements unique to this project based on site characteristics i.e., present and future vegetation occupying the site, growth rates, returned natural fire intervals or any other environmental factor that affects the continued maintenance of this project.
- 2) **Education:** describe how key players have been trained and educated to maintain the project and explain their understanding of the needs and expectations of the project's maintenance
- 3) **Commitment:** clearly demonstrate a commitment by the individual/community to maintain this project into the future, i.e. state laws, CWPP terms, signed landowner agreements or other documents or agreements that hold the sub-grantee accountable for project maintenance over time
- 4) **Monitoring:** describe who will be responsible for monitoring the project, what qualifications they have if they are not obvious (i.e. State Forestry personnel, Fire Safe Council member, Fire Department personnel, etc.), and at what intervals they will be checking (i.e. yearly, quarterly, etc); clearly describe timelines, milestones, and measurables

**Sustainability** should clearly describe how the project will be sustained over time.

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## **Application Due Date: August 15, 2009**